JOB DESCRIPTION

POSITION TITLE: Assistant Director of Financial Aid Systems

SUPERVISOR:

Susan Merchant

JOB CLASS: Staff

LOCATION: DeLand

CLASSIFICATION: Full Time

DEPARTMENT: FINANCIAL AID

POSITION OVERVIEW:
This position provides technical support for the timely awarding, auditing and reconciling of financial aid awards by assisting the director with the management of the financial aid production processes, including mass packaging, ensuring compliance and promoting the enrollment objectives of the University. Also, responsible to develop new code and modify existing reports to support the management of financial aid programs and external data requests. The successful candidate will lead the evaluation, testing and implementation of yearly regulatory updates, patches and fixes and system modifications to ensure efficiency and compliance. Additionally, this position will manage select enrollment management operations and provide excellent internal customer service to staff.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:
(May be narrative or bullet points)

- Masters degree preferred
- 2 years progressive experience in higher education technology/student information systems, preferably with Banner
- Experience working with SQL, Oracle databases, ARGOS, MS Office Suite
- High degree of professionalism
- Ability to follow through and meet deadlines
- Ability to analyze data and provide viable solutions and interpret and apply regulations
- Ability to take initiative and provide leadership in implementing technological advances
- Must be proficient at managing multiple competing priorities and work with several constituencies
- Extreme attention to detail
- Travel for training required
- Ability to maintain confidentiality of records
ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

(Add bullet points as needed)

- Manage process of import and export of data
- Provide electronic support for programmatic transfers – Pell, Direct Loans, State funds
- Provide progressive technological training to staff
- Lead one stop technology team
- Work with financial aid staff to analyze and implement technological needs
- Lead implementation of document imaging
- Provide electronic file maintenance, query and report development, system parameters, and system maintenance.
- Perform annual new year roll for Banner
- Manage my.stetson.edu
- Assist in development of quality control rules and reports in Banner
- Create queries and Argos reports for end users to access data
- Utilize V-lookup and table tools in excel to analyze information
- Assist in fund reconciliation
- Develop automated system enhancement to improve efficiency
- Facilitate cross departmental communication to ensure flow of data
- Represent office on technology task force
- Lead and implement One Stop virtualization project
- Create documented policies and procedures and ensure that every process has a primary and secondary processor
- Other related duties as assigned
- Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:
Detail the routine daily tasks and responsibilities:

- Oversee the technical processes related to the utilization of the banner financial aid module and other related software
- Serve as liaison between the Financial Aid Office and Computing Services
- Day-to-day administration of the technical processes related to Financial Aid software, including the importing and exporting of files with the U.S. Department of Education and other regulatory agencies
- Documentation and maintenance of policies and procedures for the university computer system as it relates to financial aid processing
- Assist with the development and implementation of policies and procedures to ensure compliance with federal and state laws and consistency in awarding financial aid
- Troubleshooting and resolving all system-related issues
APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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